



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY GARRISON VICENZA  
UNIT 31401, BOX 80  
APO AE 09630

IMEU-VIC-SO

SEP 17 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-30 (Safety) Emergency Response Notification Procedures

1. The purpose of this memorandum is to provide standard procedures for emergency notification and request for emergency services for personnel who have been seriously injured, are experiencing a serious illness, or need any other type of emergency services. This policy applies to those living on or off post and is intended to ensure all appropriate agencies are notified that an emergency exists and that emergency services are not delayed in providing required care.

2. To ensure all telephone-equipped facilities are capable of obtaining the fastest emergency response without delay, the following procedures should be utilized when reporting an emergency:

From on-post Government Telephones with a 634 prefix      **Dial**                      **114 (MP Desk)**

From on/off-post Commercial Telephones/Cell Phones      **Dial**      **0444-71-7114 (MP Desk)**

3. This reporting process is essential since all facilities/work areas within the command are not equipped with off-post (99) telephone capabilities. Calling direct to the off-post emergency telephones number, 118 for an ambulance, without notifying the MP Desk, will prevent immediate access to the post for emergency response vehicles. Having an ambulance arrive at the front gate unannounced and not having a MP escort vehicle standing by will only delay required services. The MP Desk is manned 24 hours a day and both English and Italian speaking personnel are available to obtain the required information.

4. It is recommended that personnel living off-post and outside the Vicenza Hospital Area who do not speak fluent Italian use the Off-Post Reporting Procedures by calling 0444-71-7114. This will allow the MP Desk to call the appropriate Emergency Service for your area and ensure the fastest possible response. All hospitals or emergency services may not have English speaking personnel and unnecessary delays could occur. However, off-post personnel who speak Italian and wish to call the 118 emergency number direct may do so. Individuals living off-post should know their Italian off-post address and how to direct someone to their residence in the event they need to report an emergency.

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5. Point of Contact is Mr. James A. Adams, USAG Vicenza, Safety Manager, DSN 634-  
7045/8109.



VIRGIL S.L. WILLIAMS  
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